



For **good.** For **ever.**[™]

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Kalamazoo Community Foundation – Community Investment Manager

The Kalamazoo Community Foundation is currently looking for a Community Investment Manager to join our dynamic and dedicated team. The Community Investment Manager will manage grant administration with an eye to process improvement:

- Assesses grant applications to ensure alignment with the Foundation's goals and improved community outcomes.
- Organizes and manages the work flow of all internal phases of the grant process
- Manages and monitors the grant budgets to identify funding opportunities
- Enhances grant effectiveness by providing assistance to build community relationships that create greater impact and move outcomes.

The successful candidate's work experience will demonstrate:

- Excellent judgment, a strong sense of social awareness and the ability to collaborate with people from all backgrounds
- An ability to increase work efficiencies based on process improvement and systems thinking
- Grant analysis and evaluation
- Excellent customer service skills
- The ability to thrive in a fast paced environment
- A love of Kalamazoo and a strong desire to make life better for all.

Bachelor's Degree or an equivalent combination of work experience, knowledge and skills

Deadline of Friday, November 1, 2013.

To apply or for more information, visit our website at: www.kalfound.org

We offer a competitive benefits package, team-oriented, performance excellence atmosphere, and opportunities to make life better for Kalamazoo County residents. We believe the strength of our organization depends on our commitment to value, respect and embrace diversity. We believe diversity encompasses, but is not limited to, ethnicity, race, age, gender identity, sexual orientation, economic circumstance, physical and mental abilities and characteristics, and philosophy.

We are an equal opportunity employer and strive to demonstrate our commitment in all our policies, procedures and actions.